STAAR A Non-Secure Front Matter

PAPER ADMINISTRATION GUIDE

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Overview

General Information

This document supplements the *2015 District and Campus Coordinator Manual* and the appropriate 2015 STAAR Test Administrator Manual with instructions for administering TEA-approved paper administrations of the grades 3–8 and end-of-course (EOC) STAAR A tests. This manual should be used in conjunction with those manuals; it does not duplicate information.

- **Test security and confidentiality requirements.** Coordinators and test administrators must follow the test security and confidentiality requirements in the STAAR manuals and the *Test Security Supplement* as applicable to paper administrations.

- **Training.** Coordinators and test administrators involved in paper administrations of STAAR A must be trained in the administration procedures outlined in the STAAR manuals and in procedures specific to paper administrations of STAAR A. Testing personnel must review and follow the instructions in the *STAAR A Paper Administration Guide*. Coordinators should ensure that testing personnel have the information they need in time to ask questions and prepare for the test administration.

- **Accommodations.** During paper administrations of STAAR A, the test administrator uses the secure accommodation tables and supporting images in the *STAAR A Paper Administration Guide* to provide accommodations to selections and test questions. Accommodations may include definitions, synonyms, graphics, rewording of text, or indication by the test administrator of certain parts of the selection, test question, or reference materials. At the request of the student, text may be read aloud by the test administrator. The student's test booklet will indicate text that cannot be read aloud. Students may also be eligible to use accommodations allowed in the accommodation triangle as determined by the admission,

review, and dismissal (ARD) committee or the Section 504 placement committee and documented in the student's individualized education program (IEP) or individual accommodation plan (IAP). Detailed information about the accommodations triangle can be found on the Accommodation Resources webpage.

- **Time limits.** The STAAR Time Limits Policy and Procedures apply to STAAR A; they can be found on the Coordinator Manual resources webpage. Test sessions should be scheduled for the applicable amount of time (four or five hours depending on the subject) unless a student is eligible to receive an extended time accommodation [i.e., extra time (same day), extra day]. For students who are eligible for an extra day, an Accommodation Request Form must be submitted to TEA. The Accommodation Request Form can be found on the Accommodation Resources webpage.

- **Student information and test responses submitted online.** There are no answer documents for STAAR A paper administrations. All student information must be entered online. Student responses to test questions (i.e., multiple-choice questions, griddables, written composition, short answer reading questions) should be marked in the paper test booklet. The student may respond using his or her primary mode of communication or any other mode of communication appropriate at the time of testing. The student may record his or her own answers or the test administrator may record the student's responses if the student is eligible for Basic Transcribing or approved for Complex Transcribing.

Campus coordinators are responsible for ensuring that student responses are transcribed into an online transcription form. Student responses for both regular and large-print paper administrations will be entered and submitted through TestNav. Other student information details, including other

accommodations information such as the extra day accommodation, must be entered directly into the Assessment Management System. In order to transcribe student responses and enter student information, students taking paper administrations of STAAR A will need to be registered, assigned to a test with a test version of STAAR A, and added to a test session that has been set up with a form group type of STAAR A Transcribe Paper. For more information on completing these steps, refer to the *User's Guide for the Texas Assessment Management System*.

District and Campus Coordinators

Designate and Train Test Administrators

Follow the policies and procedures in the *2015 District and Campus Coordinator Manual* and the appropriate 2015 STAAR Test Administrator Manual for designating and training test administrators. Test administrators providing the accommodations should also be familiar with the subject matter assessed and the needs of the students. Because test administrators respond to student requests for reading text aloud and presenting additional accommodations, individual or small group administrations are necessary. Students taking a paper administration of STAAR A cannot be grouped with students taking other assessments.

Campus coordinators should schedule training sessions before testing begins. Test administrator training should include the following:

- **Test security and general testing procedures.** It is important that test administrators understand their obligations concerning test security and confidentiality since they will be viewing a secure state assessment. The test administrator must sign the Oath of Test Security and Confidentiality for Test Administrator. This includes the bottom section of the oath for test administrators who are authorized to view secure state assessments.

- **STAAR A time limits.** The STAAR Time Limits Policies and Procedures apply to paper administrations of STAAR A. Test sessions should be scheduled for the applicable amount of time (four or five hours, depending on the subject) unless a student is eligible to receive an extended time accommodation.

- **Preparing students to receive accommodations.** Test administrators should talk to students before the test session to prepare them for testing with accommodations, explain how the STAAR A session will be conducted, and explain the types of accommodations students will receive. Although students are familiar with classroom accommodations, test administrators might need to review particulars about using the accommodations in a testing situation. The test administration directions assume that students have already been informed about their particular accommodations. This information should include any allowable test administration procedures and materials students need or additional accommodations (as found in the accommodations triangle on the Accommodation Resources webpage) they are eligible to use when taking STAAR A.

Receive, Verify, and Distribute Materials to Campuses

A district will receive a shipment of test materials for each TEA-approved request for a paper administration of STAAR A. If a district submits separate requests, materials will be sent upon approval of each request. The following materials are included:

- packing list
- test booklet(s) (including large print, if applicable)
- *STAAR A Paper Administration Guides*
- supplemental materials, including Punnett squares and writing checklists (if applicable)

A small overage of materials will be included to account for possible unusable materials. District coordinators should verify that the shipment is complete and immediately forward it to the campus coordinator.

Review of Shipment by Campus Coordinator

- Retain the packing list throughout the testing process. Verify that the number of secure test booklets and *STAAR A Paper Administration Guides* matches the quantity indicated on the packing list.

- Verify that the nine-digit security number on the back of each test booklet matches the range of numbers on the packing list.

- If a discrepancy is found between the campus packing list and the secure booklets and *STAAR A Paper Administration Guides* received, the campus coordinator should report it immediately to the district coordinator.

- To account for secure test materials (test booklets and *STAAR A Paper Administration Guides*) signed out to test administrators, campus coordinators must use the STAAR A Materials Control Form. For every student booklet, a corresponding *STAAR A Paper Administration Guide* should be available and provided to the test administrator giving the accommodations. Test administrators must verify that they have received the test materials assigned to them, as recorded on the STAAR A Materials Control Form, and that they have signed their security oath. Test administrators are responsible for the test materials until returning them to the campus coordinator.

Materials for Test Sessions

On the day of the test, test administrators must be provided the materials listed below. Test administrators should keep the materials in locked storage until immediately before testing.

- two No. 2 pencils with erasers per student
- one secure test booklet per student
- one secure test booklet for the test administrator (if needed)
- one secure *STAAR A Paper Administration Guide* that corresponds to the student's test booklet
- supplemental materials, including Punnett squares and writing checklists (if applicable)
- required dictionary per the STAAR Dictionary Policy (if applicable)
- required calculator per the STAAR Calculator Policy (if applicable)
- other allowable linguistic accommodations or accommodations for eligible students with disabilities (if applicable)
- one EOC honor statement per student, available in this guide (if applicable)
- any additional TEA-authorized materials or devices that are approved or allowed, as needed

Reference materials are included in STAAR A test booklets for mathematics and science assessments. Graph paper is also included in STAAR A mathematics test booklets.

Some supplemental materials will be provided as separate handouts (e.g., Punnett squares for biology and writing checklists for grades 4 and 7 writing, English I, and English II).

If secure test materials (i.e., student booklet, supporting images) need to be photocopied (e.g., to enlarge), this request must be submitted with the request for a paper administration of STAAR A.

Photocopying secure test material is a Type 2 accommodation and requires TEA approval. If approved, TEA will provide specific guidelines for the test coordinator to follow when photocopying secure test material.

All test materials assigned must be returned after the test session. Any paper used by students to write essays or short answers must be destroyed after testing. Any scratch paper, graph paper, or reference materials that students wrote on must also be destroyed.

Test booklets and *STAAR A Paper Administration Guides* are secure materials. Keep them in locked storage when not in use.

Arrange for Testing Rooms and Organize Test Sessions

Follow the procedures in the *2015 District and Campus Coordinator Manual* to arrange for testing rooms and organize test sessions. Test sessions must be conducted under the best possible conditions. In addition, note the following:

- The *STAAR A Paper Administration Guides* consist of the following sections:
  - an overview with information about preparing for a STAAR A paper administration and how to administer a paper version of STAAR A
  - test administrator **SAY** directions
  - secure subject-specific accommodation provided in tables
  - secure subject-specific supporting images for selections and test questions
  - an appendix containing an honor statement (EOC only) and security oaths

2015 MATERIALS CONTROL FORM
STAAR A PAPER ADMINISTRATIONS

Campus coordinators should use this form to account for secure test materials signed out to test administrators or other campus personnel for all STAAR A paper test administrations.

Before distributing the materials, the campus coordinator should fill out the name of the individual issued materials and the applicable test booklet columns.

Individuals issued materials should fill in the date and initial the "Out" box. The initials in the "Out" box signify that they have received the materials assigned to them. The form should not be initialed if the information on it is incorrect.

Any missing secure materials must be located before the campus coordinator initials the "In" box. If a missing booklet or other secure material cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____ Campus Coordinator _____

Individual Issued Materials	Total # of Booklets	Total # of Paper Administration Guides	Range of Security Numbers Coded on Booklets	Date	Out	In

Duplicate this form as necessary.

Test Administrators

Ensure Proper Testing Procedures

Test sessions must be conducted under the best possible conditions. Using the appropriate STAAR test administrator manual, follow the procedures that are applicable to paper administrations. Also note the following:

- Students must record their answers in the test booklet within the time limit. Students will not be permitted to record answers after the time limit has ended.

- Students must be reminded periodically to record their answers in the test booklet. However, test administrators may not view or discuss individual test questions or responses.

Breaks, Lunch, Changing Test Rooms, and Emergencies

Follow the procedures in the appropriate STAAR test administrator manual related to breaks, lunch, changing test rooms, and emergencies. In addition, follow the procedures below to maintain security and confidentiality of the printed test materials.

- Test booklets must be closed when testing is interrupted to give students breaks, stop for lunch, change test rooms, or allow a student to leave the test room in an emergency situation.

- When changing testing rooms, students may **NOT** carry their own test booklets. The new room should be properly prepared for testing.

- If an emergency arises and a student needs to leave the testing room, no test materials may be taken from the room. If a student cannot continue testing, the district coordinator must determine whether the student's test should be submitted for scoring. Contact the TEA Student Assessment Division for guidance, if needed.

Unusable Test Booklets

If a test booklet becomes unusable at any point during a test session, the student should be given a new one with which to continue. Instruct the student to start at the exact point where he or she stopped in the unusable test booklet. Use both test booklets to transcribe the answers into the online transcription form in TestNav and write "Transcribed by" and your name at the top of both test booklets.

Creating a New Test Session

Test sessions are electronic groupings of students within the Assessment Management System. A test session is specific to each grade and subject. After students have been registered for the administration, assigned a test and key student identification information has been verified, they must be assigned to a test session.

The campus coordinator may assign test administrators the role of online session administrator so that they can create and modify test sessions.

Before creating a new test session, contact your campus coordinator or online session administrator to ensure that TestNav has been configured. The steps below assume students have been registered

and assigned to a STAAR A version of the grade- and subject-specific test. It is not necessary to create test sessions prior to administering a paper STAAR A test, however test sessions must be created in order to access the online transcription form and transcribe student responses. If your campus coordinator directs you to create a test session, complete the following steps:

1. Go to http://www.TexasAssessment.com/login.

2. Enter your user ID and password, and then click the **Login** button to go to the homepage.

3. Go to Test Management > Manage Test Sessions.
   If needed, click the *Change* link next to the test administration name and select the correct administration.

4. Click the **New Session** button to go to the *New Test Sessions* screen.
   The **New Session** button will be disabled and you will not be able to create a test session if you do not have access to create test sessions.

5. Enter the session details.
   You must enter a session name and select a campus before the remaining session details can be selected. Follow any special instructions your campus coordinator gives you. Select "STAAR A Transcribe Paper" under the Form Group Type drop-down menu for paper administrations. Scheduling a date and time for a new test session is intended primarily for planning purposes. A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

6. Click the **Save** button after entering all session details.

7. After saving the new test session, click the *Go to session* [session name] link to open the *Session Details* screen. For information about adding students or modifying test sessions, refer to the *User's Guide for the Texas Assessment Management System*.

8. Click the **Save** button after entering all session details.

Transcribe Answers Online

Follow these steps to transcribe student responses in the browser-based testing interface, TestNav. These steps assume that students have been registered, assigned to a test, and added to a test session in the Assessment Management System. For more information on registering students, assigning them to a test, and adding them to a test session, refer to the *User's Guide for the Texas Assessment Management System*.

Follow the steps below to transcribe student scoring information into the online transcription form in TestNav.

1. Make sure that you have the test booklet that needs to be transcribed. Go to http://www.TexasAssessment.com/login.

2. Enter your user ID and password, and then click the **Log In** button to go to the homepage.

3. Go to Test Management > Manage Test Sessions. Select "Test Sessions" from the **View By** options set.

4. Click the appropriate test session from the Session Name column.

5. Click the **Authorizations** button and select "Student Authorization" from the drop-down menu. Print the student authorizations. You will use these authorizations to access TestNav.

6. In a new browser window, type the TestNav URL from the student authorization into the address bar and press the *Enter* key. You should now see the *TestNav Login* screen. If you do not, check that you have entered the URL exactly as printed.

7. Using the information found on the appropriate student authorization, type the username and test code in the *Username* and *Test Code* fields.

8. Click the **Login** button. You should now see a screen with the words "Transcribe Paper." If you do not see these words, check that you have entered the username and test code exactly as printed. Make sure the student's name appears in the top right corner of the screen.

9. Each screen will have one question. On the screen for each question, look at the student's test booklet and enter the student's response by selecting the appropriate bubble for multiple-choice questions, entering griddable numbers, or by typing in an essay or short answer response into the appropriate text box. Student responses must be entered **exactly** as they appear in the test booklet. At no time are test administrators allowed to alter a student response in any way.

10. Click the **Next** button to navigate to the next question. Continue entering the student's responses until you reach the last question.

11. On the last question, click the **Next** button to go to the *Section Review* screen. Make sure that all the responses in the test booklet have been transcribed.

12. Click the **Continue to Test Overview** button to go to the *Test Overview* screen.

13. On the *Test Overview* screen, click the **Submit and Exit Test** button. Select "I am finished with this test and I want to submit my final answers" in the pop-up box, then click the **Final Submit** button to submit student responses and exit TestNav.

14. Once you have exited TestNav, log in to the Assessment Management System. Go to Test Management > Manage Test Sessions, and click the appropriate test session to go to the *Session Details* screen.

15. Find the name of the student whose test you transcribed, and make sure the student is in a "Completed" status.

16. Click the *View Test Progress* link next to the status to confirm that the test was submitted.

17. Write "Transcribed by" and your name on the cover of the test booklet. Return test materials to your campus coordinator.

If directed by the campus coordinator, test administrators should assign score codes and accommodation information on the *Student Test Details* screen. Consult the section below for instructions.

Prepare Materials for Return

After transcribing student responses, test administrators should verify that all test materials are accounted for before returning the test materials to the campus coordinator.

Campus coordinators should verify that test administrators have returned all assigned materials, as recorded on the STAAR A Materials Control Form, and should initial the "In" box for the appropriate day.

Complete Online Administration Process

After the test administrator has transcribed responses in TestNav and returned test materials to the campus coordinator, assessment data must be verified. Campus coordinators should ensure that students are in "Completed" or "Marked Complete" status in the *Session Details* screen. Score codes, accommodations information, and other student data must be submitted and verified in the Assessment Management System. (If directed by the campus coordinator, the test administrator may complete this process.)

Score Codes

It may be necessary to assign score codes in the Assessment Management System.

Use the following instructions to enter score codes.

1. Go to Test Management > Manage Test Sessions and select the appropriate session name.

2. Click on a student name in the *Session Details* screen.

3. Click the **Edit** button on the *Student Test Details* screen to enter score code information.

4. Click on the drop-down menu for the appropriate STAAR A assessment and select a score code.

5. Click the **Save** button.

Accommodations for Students with Disabilities

The accommodations provided in the *STAAR A Paper Administration Guides* do not need to be captured in the online system. The system assumes that those accommodations were provided to the student.

In the Accommodations drop-down menus, indicate the accommodation type for each accommodation that is documented and made available to a student, even if the student did not use the accommodation during testing. If no accommodations are made available to a student, the fields should be left in the "<select>" position.

- General Accommodation—Select "1=Yes" from the drop-down menu if a Type 1 or Type 2 accommodation was made available to the student.

- Large Print—Select "1=Yes" from the drop-down menu next to "Large Print" if this accommodation was made available to the student.

- Oral Administration—You will not need to indicate that an oral administration was made available to the student. The system assumes that this accommodation was made available for a STAAR A test.

- Extra Day—Select "1=Yes" from the drop-down menu next to "Extra Day" if this accommodation was approved by TEA and made available to the student. An Accommodation Request Form, available on the Accommodation Resources webpage, must be submitted to and approved by TEA before a student receives an Extra Day accommodation.

Linguistic Accommodations for ELLs

If the student was provided linguistic accommodations during testing, in the "Linguistic Accommodations" drop-down menu on the *Student Test Details* screen, indicate that a linguistic accommodation, documented by the LPAC, was made available to a student.

Collect, Prepare, and Return Materials to Testing Contractor

After transcribing student responses, the test administrator must verify that all test materials are accounted for before returning them to the campus coordinator. The campus coordinator must check the security numbers of the test booklets listed on the STAAR A Materials Control Form against those assigned to the test administrators and ensure the return of all *STAAR A Paper Administration Guides* and other test materials. Keep the STAAR A Materials Control Form. Any scratch paper (e.g., typed or handwritten) used by students or reference materials that students wrote on must be destroyed after testing. Any voice recordings of secure test content or responses made by students must be erased.

All secure nonscorable materials should be kept in locked storage until they are shipped to the district coordinator. Nonscorable materials must be returned to the district coordinator after each administration by the date designated on the Calendar of Events.

Nonscorable materials include:

- used and unused test booklets

- supplemental materials, such as Punnett squares and writing checklists (if applicable)

- large-print materials (if applicable)

- honor statements (if applicable)

- *STAAR A Paper Administration Guides*

As district coordinators receive nonscorable materials from campuses, they must verify that campus coordinators have completed the following:

- submitted all nonscorable materials and assembled them correctly

- provided accurate counts of the materials submitted.

Contacting Shipping Carrier

STAAR A nonscorable materials may be returned with STAAR or STAAR L materials by using the return carrier memo supplied in the initial shipment of materials. Questions about the return of test materials may be directed to Pearson's Austin Operations Center at 800-627-0225.

STAAR A Paper Test Administration Instructions

The accommodation tables and supporting images in the *STAAR A Paper Administration Guides* are secure. Test administrators must use these tables and supporting images when administering a paper version of STAAR A. They contain information about the selections and test questions that may be accommodated throughout the administration of STAAR A.

If a student asks for support, the test administrator will refer to the accommodation tables and, if needed, the pages that contain supporting images. The test administrator will provide the accommodation indicated in the accommodation table for the text specified in the selection or test question.

Format of the STAAR A Paper Test

During a STAAR A paper testing session, selections and test questions in the student's test booklet will contain a dotted underline that indicates the text is eligible for embedded accommodation support. The test administrator may remind the student that he or she can ask for support when they see this dotted underline in their test booklet.

Paper Administration Guide: Accommodation Tables

Test Question Number	Parts of Test Question with Dotted Underlines	Accommodation
1	New York, Boston, and Charleston	**Show** map on page 21.
	A abundant	**SAY** large amounts of
	B Proximity	**SAY** Being close
2		

Student Booklet: Test Question

How did geography influence the early economic development of New York, Boston, and Charleston?

○ **A** Long coastlines offered abundant natural resources.

○ **B** Proximity to flooding rivers limited development.

○ **C** Natural harbors provided access to markets.
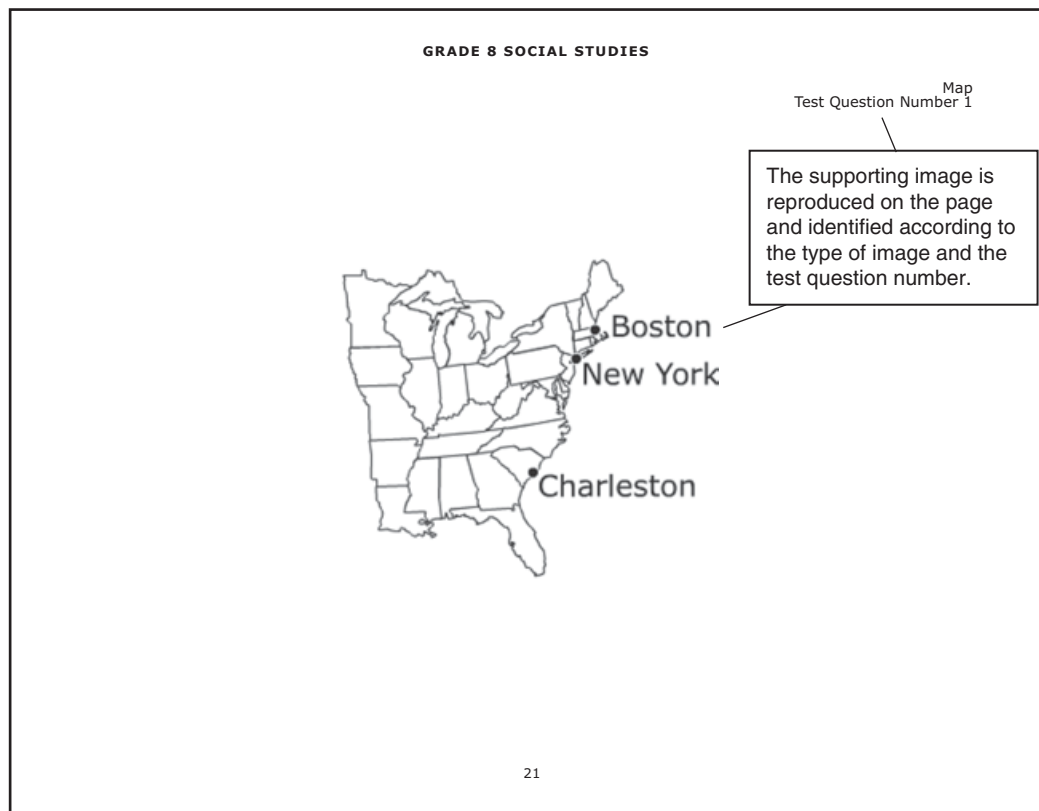
○ **D** Extreme climates limited productive activity.

The dotted underlines indicate that the test administrator may provide the accommodation located in the accommodation tables.

Paper Administration Guide: Supporting Images

Map
Test Question Number 1

The supporting image is reproduced on the page and identified according to the type of image and the test question number.

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A–14

Accommodation Support

Test administrators must adhere to the following guidelines when administering a paper version of STAAR A.

- Allowable test administrator-provided accommodation support is specifically described in the accommodation tables. These tables allow the test administrator to **SAY** something to the student, to **Show** the student a visual, or to **Indicate** to the student specific information in the student's test booklet. This information may be repeated as often as necessary.

  - **SAY:** This text must be communicated to the student exactly as written. The information in the **SAY** text cannot be paraphrased, simplified, or shortened. The information can be stated, signed, or provided in written form. The test administrator may repeat the **SAY** information as many times as needed. Additionally, for students with visual impairments, the information can be paired with tactile or picture symbols.

  - **Show:** Images that accommodate selections and test questions are located in the *STAAR A Paper Administration Guides*. The "Accommodation" column in the accommodation table may instruct the test administrator to show the student an image (e.g., political cartoon, chart, map, photo) on a specific page in the guide.

    To help students with visual impairments access these images, the test administrator can enlarge, describe verbally, sign, demonstrate, or pair the images with tactile symbols/text/objects. Only information shown in the images can be described, without emphasizing particular information or favoring one answer choice over another.

    If any secure material needs to be photocopied, a request for this Type 2 accommodation must be included in the request for a paper administration of STAAR A.

  - **Indicate:** In some instances, the test administrator will need to indicate to the student specific information in the student's test booklet. The test administrator may indicate information in the most appropriate way for that student (e.g., point to the information, cover the information not indicated, place the student's hand on the information, etc.).

- Selections and test questions that do not have any embedded accommodation support are shaded and left blank in the *STAAR A Paper Administration Guides*. In addition, there will be no dotted underlines in the student's test booklet.

- Supplemental materials, such as blank Punnett squares for biology and writing checklists for grades 4 and 7 writing, English I, and English II will be provided as separate handouts.

- Students may be provided with additional accommodations that are not contained in this guide. Refer to the Accommodation Resources webpage for a list of accommodations that may be used on STAAR A by eligible students. In addition, students may be provided with any allowable procedure or materials needed. Refer to the Allowable Test Administration Procedures and Materials, also located on the Accommodation Resources webpage.

Read Aloud Support

The test administrator will use the student's test booklet or the test administrator's copy of the student booklet to read aloud the following test content based on the needs of the student.

  - mathematics, science, and social studies assessments: the entire test
  - reading: prereading text and test questions and answer choices
  - writing: all prereading text, revising selections, revising test questions and answer choices, and the entire writing prompt

- English I and English II: all prereading text, reading test questions and answer choices (including short answer questions), revising selections, revising test questions and answer choices, and the entire writing prompt

■ The test administrator may **NOT** read aloud the following test content. A symbol (🔇) in the student's booklet will signify that the test administrator may **NOT** read aloud these selections and test questions.

- reading selections (reading and English I and English II assessments)
- editing selections (writing and English I and English II assessments)
- editing questions and answer choices (writing and English I and English II assessments)

Oral Administration for Students with Visual Impairments

To meet the needs of students with visual impairments, test administrators may verbally describe images, such as photos, diagrams, maps, and graphics, that appear in the STAAR A test. Test administrators must keep their voice inflection neutral when describing images to students to avoid favoring one answer choice over another. These image descriptions can include only details that a sighted student would obtain from viewing the images and should **NOT** contain information that could reveal a correct answer or make an incorrect answer option more attractive to a student.

Types of Student Responses

Every student should be given an opportunity to respond using a mode that is appropriate for him or her. The student may respond using his or her primary mode of communication, or any other mode of communication appropriate at the time of testing. The critical issue is not how the student responds but that the student clearly communicates the preferred answer choice to the test administrator. Student responses may be verbal, physical, or visual. The student can be asked to repeat information if the test administrator needs to verify the student's response.

Examples of student responses may include, but are not limited to,

■ stating responses;

■ forming responses with the assistance of a communication device with preprogrammed answer choices or programmed student vocabulary;

■ pointing to or touching an answer;

■ highlighting, coloring, circling, or marking a response;

■ writing or typing responses with or without the use of adaptive writing equipment; and

■ signing an answer.

Assistive Technology

Assistive technology that is documented in the student's IEP and is used routinely in instruction may be used to provide the student access to the assessment. The use of technology should be used primarily for communicating an answer by the student or presenting answer choices by the test administrator. Because the assessment is secure, the use of some devices is not allowable. Instances when a device or procedure would not be allowed include the following:

■ tablets or computers with Internet access that cannot be turned off

■ inputting answer choices into a device that has stored memory that cannot be erased

Security Oaths
and Honor Statement

Texas Education Agency
Student Assessment Program

2015

State of Texas
County of _____

Oath of Test Security and Confidentiality
for Test Administrator

This oath applies to all state assessments.

For All Test Administrators: Complete this section **before** handling any secure test materials

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

(Initial each statement.)

_____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;

_____ I am aware that testing procedures require me to actively monitor during test administrations;

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20 _____.

_____   _____   _____
Signature of Test Administrator   Printed Name of Test Administrator   County-District Number

_____   _____   _____
District Name   Campus Name   Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular accommodations, including linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

_____   _____
Signature of Test Administrator   Date

Texas Education Agency
Student Assessment Program

2015

State of Texas _____
County of _____

Oath of Test Security and Confidentiality
for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

_____ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

_____   _____   _____
Signature of Technology Staff   Printed Name of Technology Staff   County-District Number

_____   _____   _____
District Name   Campus Name   Area Code/Telephone #

For Paper Administration of STAAR A
End-of-Course Assessments

Print the following information on the lines below.

Assessment: _____

Test Date: _____

Student Name (printed): _____

Please read and sign the honor statement.

HONOR STATEMENT

By signing my name, I agree that I will not give or receive unauthorized assistance during the test. I understand that giving or receiving unauthorized assistance during the test is cheating and may result in the invalidation of my test results.

Signature _____